

HEART Academy – Mentoring with Christian Worldview

What do I need to do to register?

Dear Parents,

We are excited to have the opportunity to partner with your family as you educate your children at home. It is our prayer that through our involvement together, we will strengthen families and encourage community in the body of Christ. You are so much more than just one family. We are a family of families!

Our mission is to: 1) to help parents capture their children's hearts while teaching them academics, 2) to partner and empower parents and not usurp their authority, 3) to create community within HEART Academy and homeschooling families, 4) to help parents identify their children's passion in order to influence the world for Christ. We will also *uphold* Christian home education as an excellent educational opportunity; offer *support, training* and *expertise* to families for a Lifestyle of Skillful Living; and *help* parents devote their time in training their children "to make ready a people prepared for the Lord." Luke 1:17

How do you process my application?

Please be patient as I process registration. When I receive them, I add the classes you wrote down in your registration form to my spreadsheet. This keeps the current count for all the classes. Then I check to make sure all your checks are written out to the correct teachers. I then add all the rest of your information into my excel spreadsheet and add your email to my distribution list.

I will be sending the final confirmation of registrations in the classes by end of July or beginning of August. If you would like to know your status sooner, just send me an email. I am always optimistic for your chances in a class!

Remember that the class fees and registration fees are non-refundable. If you are on the waiting list, the teacher will hold the check for you and return it if you don't make it into that class.

Registration must be complete (every form and all fees due) by August 1st! Registration after August 1, accrues a \$50 late registration fee.

Note: Applications must be complete before registering your children for classes with HEART, therefore making an appointment with Crissi is the best way to ensure that your application is complete.

Incomplete applications will be set aside and not added formally.

Why do we have such a rigorous registration process?

We want to help you make a prayerful decision about coming to HEART Academy. Previewing the classes, getting information through the orientation, and meeting with us personally will help educate you, the parent, as well as the children. It also alleviates many misunderstandings in the future. We want you to have a successful year at HEART Academy.

It is best to have an appointment with me - it saves both of us time in the long run. I am able to review your paper work for completeness, tell you the check amounts for the classes/admin, add the material fees, and ask you when you would be available to volunteer. Often times, when someone sends their paperwork in without an appointment, there is inevitably something else that needs to be turned in or a mistake has to be fixed. This leads to setting your file aside and not adding your children into the registration list until everything is complete. Besides, it's a chance to chat and see each other face-to-face, which is my favorite part of this process!

What if I don't have HSLDA membership?

It is a requirement that our families have **legal representation with Home School Legal Defense Association**. Even if you never experience legal trouble yourself, your HSLDA membership will help enable other homeschooling families to get the legal help they need and will help defend our right to homeschool here in the Bay Area. Membership in HSLDA also gives you personal access to the legal staff; HSLDA's experienced high school, struggling learners, and early years consultants; selling privileges at the HSLDA Curriculum Market; and discounts through HSLDA's PerX program. (For more information about HSLDA's many benefits, see www.hslda.org.) HEART Academy members SAVE \$20 off the HSLDA membership price when you enter our Discount Group code TBA on the HSLDA membership form!

If you do not have an **HSLDA membership**, go to www.hslda.org and sign-

up. Please give Crissi a copy of the pages you filled out and time and date of your submission, which is on the last page. This should be attached.

What happens in case of emergency?

In order to serve your child in case of accident or sudden illness either at Calvary Chapel, on a field trip, or any other HEART related activities, it is necessary to have the Medical Release and Hold Harmless form signed and returned to HEART Academy. Please complete the information requested, review the statements, then sign and return this form to HEART Academy.

Why do you require internet access?

HEART Academy believes that helping your children navigate the technology world will be a useful tool for them in their future academic years. Therefore, technology is heavily used in our communication with the students and parents.

Students must submit all assignments to teachers as Microsoft Word documents, electronically through e-mail, unless other arrangements are made with the teacher. A hard copy of each assignment may also be required on the due date. If you do not know how to attach documents, please let us know and we will be happy to help you.

If you do not have a computer at home, we have a friend who might be able to give you a computer or buy it for a substantially low price. Please email Crissi Allen at heartacademy@comcast.net.

Can I fill this out in MS Word and then send it to you electronically? Yes. Bring a copy of your forms when we meet for an appointment because I need the signatures.

If we have our forms on file from last year, do we need to fill them out again this year? Yes, the forms have different information and specific dates for next year.

The check off list requests one set of forms per child. If we have 3 children registered, do we turn in 3 copies of the Registration Checklist for Classes and HEART Academy Class Registration? No, You just need one of each.

I'm also slightly confused about the 2 elementary "sets." Do you intend for children to take classes from one set and attend every other week? Or pick and choose from both sets and come every week? Or is it really up to the parents? You may choose the classes a la carte. It's really up to you and your schedule.

What is your policy about dropping classes after September 1?

Families may drop classes only at the end of each quarter since each teacher has prepared materials and lesson plans based on enrollment. If your student drops a class, regardless of reason, you will need to give the teacher written notice, no later than 30 days before the end of the quarter, and pay tuition for that full quarter. You are financially obligated to that teacher until the end of the first quarter.

All August tuition checks are non-refundable before September 1.

What if I have a friend whose child wants to shadow with my child?

They are welcome to join us for shadowing of classes. Please have the parent email Crissi or call her for the Shadow Form. We like to connect with those who are coming from the outside to share some guidelines and rules at HEART.

What if I have other questions not on this application?

Please email Crissi Allen at heartacademy@comcast.net if you have other questions. She will respond faster by email than by phone.

When you are finished with your forms, please email us at heartacademy@comcast.net for a registration appointment.

**Blessing to you and yours,
Jere and Crissi Allen**

P.S. Please fill out pages 2-8 and let us know when you are ready to meet together. Thanks

HEART Academy-with Jere & Crissi Allen – Founders & Executive Directors, Co-op Classes & Private School Satellite Program

PSP & Mailing Address: Jere and Crissi Allen, 498 Venecia Drive, San Jose, CA 95133

San Jose Class Site #1: Calvary Chapel, 1175 Hillsdale Avenue, San Jose, CA 95118

HEART Academy - Jere & Crissi Allen Facebook Page: <https://www.facebook.com/heartacademysanjose>

Youth Theater Project Facebook Page: <https://www.facebook.com/YouthTheaterProject>

HEART Academy Website: www.heartacademysi.com

Mentoring with a Christian Worldview, HSLDA Advocacy Required

heartacademy@comcast.net, Phone: 408-251-8543, Cell: 408-712-4646 SLOW BY PHONE, FAST BY EMAIL

Family Information

Year 2017-2018

Family Information

Last Name		Father	Mother		
Address			City	State	Zip
Home Phone	Dad's Work Phone	Cell Phone Mom		Cell Phone Dad	
Email Mom		Email Dad		Access to email & internet?	
Church Attending			Name of School		

Children You are Registering - Given for the Teacher's General Info by permission from the Parents of the Student. PLEASE PRINT YOUR INFORMATION NEATLY FOR OUR TEACHERS.

Student's Name	Student Email	Student Cell Phone	Gender	Birth date	Grade
1.					
<i>Is there anything the teachers need to know (limitations) about your child in order to help him/her succeed? Fill out below.</i>					
2.					
<i>Is there anything the teachers need to know (limitations) about your child in order to help him/her succeed? Fill out below.</i>					
3.					
<i>Is there anything the teachers need to know (limitations) about your child in order to help him/her succeed? Fill out below.</i>					
4.					
<i>Is there anything the teachers need to know (limitations) about your child in order to help him/her succeed? Fill out below.</i>					

Networking - We often get asked about referring a service or business to many families. If you would like us to refer your service or business to the greater community of homeschoolers, write down the info below.

Name of Business or Service	Type of Business	Website or Linked-In Info
Contact Name	Business Phone Number	Business Address

**MEDICAL RELEASE FORM / HOLD HARMLESS FORM
(ONE PER CHILD)**

**[Current photo of student – not old photo,
PLEASE DON'T SKIP THIS PART, YOUR
ADMINS NEED THIS PIECE OF
INFORMATION]**

Student Name

[_____]

Address _____

City _____ CA Zip _____

CONTACT INFORMATION:

Family's Home Phone: _____

Mother's (Name) Cell Phone: _____

Father's (Name) Cell Phone: _____

Father's Work Phone: (Place) _____

PERSONAL I.D. INFO:

HEIGHT: _____ feet _____ inches

WEIGHT: _____ pounds

HAIR: [_____]

EYE COLOR: [_____]

DATE OF BIRTH: _____

FATHER: _____

Employer: _____

MOTHER: _____

MEDICAL RELEASE / HOLD HARMLESS FORM

I, [_____], hereby give permission to Jere or Crissi Allen, to make decisions regarding any medical care or procedure deemed necessary to save life or limb, or to keep healthy and comfortable, to be administered to my son/daughter, [_____].

We will not hold Jere or Crissi Allen, or the agents, or the teachers of any facility used responsible for accidents or injury that may occur at any co-op event.

Signature of Parent

Medications: _____

Allergies: _____

Insurance Carrier _____ **Policy #** _____

Created by Barb Shelton www.homeschooloasis.com

Tenets and Requirements for Participation in HEART Academy

To participate in HEART Academy enrichment classes, we acknowledge, understand, and agree to the following tenets:

- 1) HEART Academy is a Christian educational co-op whose purpose is to provide enrichment classes to Christian families who have chosen to educate their children at home. Optional services include curriculum consultation, support and mentoring, tutoring, consulting, testing, training, service projects, classes, summer camps as well as informal advice and encouragement.
- 2) Membership to Home School Legal Defense (HSLDA) is mandatory.
- 3) Applications for participation in HEART Academy are subject to the approval of HEART Academy directors.
- 4) The education of the student is entirely the parent or legal guardian's responsibility.
- 5) Each homeschooling family must be under a Private School Satellite Program, or have filed an Private School Affidavite for their homeschooling status.
- 6) Each family is solely responsible for establishing student grades and cumulative files.
 - a) Each family is responsible for appropriate tax reporting with each teacher. (ie: if you pay a specific teacher over \$600, you should check with a tax professional for proper issuing of 1099 form)
- 7) We understand and acknowledge the following as the basis for all classes, course work, and adult/student interactions:
 - a) There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4, Matthew 5:48, Matthew 28:19)
 - b) Jesus Christ is the true God and the true man. He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of Majesty on high as our great High Priest. He will come again to establish His kingdom, righteousness and peace. (Philippians 2:6-11, Luke 1:36-38, 1 Peter 3:18, Hebrews 2:9, Romans 5:9, Acts 2:23-24, Hebrews 8:1, Matthew 26:64)
 - c) Holy Spirit is a divine person, sent to dwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment. (John 14:15-18, John 16:13, Acts 1:9, John 16:7-11)
 - d) The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice. (2 Peter 1:20-21, 2 Timothy 3:15-16)
 - e) Man was originally created in the image and likeness of God: he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the unrepentant and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss. (Genesis 1:27, Romans 3:23, 1 Corinthians 15:20-23, Revelation 21:8, Revelation 21:1-4, Ephesians 2:8-9)
 - f) Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Titus 3:4-7)
 - g) It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion. (1 Thessalonians 5:23, Acts 1:8, Romans 6:1-14)
 - h) The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.
 - i) There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment. (1 Corinthians 15:20-23, John 5:28-29)

I certify that I have fully read, understand, and am in agreement with the above tenets and guidelines for participation at HEART Academy.

Father/Legal Guardian

Printed Name _____ Signature _____ Date ____/____/____

Mother/Legal Guardian

Printed Name _____ Signature _____ Date ____/____/____

Other Information

How long have you been homeschooling? _____ years	HSLDA Number _____ Exp ____/____/____
Will your student be using Study Hall? Yes No	Does your student have access to a computer with internet? Y or N
Which period? Circle: 1 2 3 4 5	If not, would you like a computer? Y or N
Would your child like to be involved in PULSE extra-curricular activities at HEART? Y or N If so, circle area: Hospitality Crew Tech/Sound Worship Band Drama Team Newsletter Yearbook	Do you text? Y N
Would you like to be a teacher assistant? Yes No If yes, be sure to talk with the teacher about your interest.	

Student Guidelines

(You may turn this in for all your children, just have them all sign below with you at the bottom)

Study Hall: Your parent has signed you up for the Study Hall on Fridays at HEART Academy. A binder will be inside the room so be sure to sign in.

- Be sure to sign in when you are not attending class so that in case of emergency, we know you were with us.
- In case of emergency, please meet your monitors against the back fence and we will take roll call to make sure everyone is with us.
- If you are waiting for your parent and they are late 5 minutes after your last class, one of the adults will ask you to sign in for your protection and safety.
- If you are leaving early before the period ends with a parent, please sign out.
- Stay within the eyesight of the study hall monitors. If you cannot see the monitors, you should not be there.
- Everyone must stay inside the café or the gym or the side patio. The front patio is reserved for Parents and Teachers only.
- Bring your own water bottle. You may fill it up with water from one of our water coolers.
- All rooms are off limits without an adult present.
- You must remain in the Study Hall the whole period.
- Yearbook students, you must still sign into study hall and specifically write down where you will be.
- Do not touch any of the items inside the rooms. They belong to someone else.
- The restrooms are located on the side patio.
- Walking off campus without permission of your parents is not permitted.
- Preschool Corridors are off limits to all students.
- If you are leaving HEART to get something in your car, please tell Mrs. Allen or the Admin at the desk so we know where you are in case of emergency. We respectfully ask that you go by yourself and not bring your friends unless you need help with large items.
- Last but not least, say, "Thank you" to your adult supervisor.

Dress Code for HEART Academy: This dress code is taken directly from Awana Ministries which many of you are a part of.

- Shorts/skirts must reach within an inch below the longest finger, with the short/skirt at the waist
- Tank tops should have one inch straps or wider.
- No tops or blouses are to be worn which exposes any part of the midriff.
- Any clothing which shows the undergarments is inappropriate.
- Trashed shirts or jeans with holes above the knees are not permitted.
- HEART Academy reserves the right to determine whether any form of dress or grooming is inappropriate.
- I will abide with the following dress code when I am at HEART Academy.

General Guidelines at HEART Academy: To keep you safe.

- Friends who want to visit classes without parents should email Crissi Allen for a permission slip form.
- Teachers may use their own discretion for the use of electronic instruments, ipods and phones in their classrooms.
- Please keep your dogs / animals at home.
- Students should not leave campus in between classes unless a parent picks them up and returns them the same day.
- Students may visit a class once, maybe twice. If more than that, we recommend that tuition is sent to the teacher for monthly payments by the family.
- High school students and above, please be aware that you are being followed by younger students so what you do – they will do also.
- If you are not in class, sign into study hall.
- In case of emergencies, everyone should walk directly to the back fence and teachers will take roll so that we know everyone is safe.
- You may call Crissi Allen in case of emergencies at 408-712-4646 or Jere Allen at 408-655-4597.
- Those with a laptop must only use it for school purposes. No video game-playing allowed.

Dress Code at HEART Academy: This dress code is taken directly from Awana Ministries which many of you are a part of. Please have both parent and student sign this. Thank you, Jere & Crissi Allen

**I have read the above and will apply the
"love your neighbor as yourself" guidelines.**

Student Signature _____ Student Signature _____ Student Signature _____

Student Signature _____ Student Signature _____ Student Signature _____

Student Signature _____ Student Signature _____ Student Signature _____

Parent Signature _____

Financial Chart for Classes

Name of Family: _____ **Date** ____/____/____

Directions: New families, enter in your registration fee and Admin fee. Enter the total amount and give your \$10 off if turned in by July 1. All registration fees should be made payable to "HEART Academy." When you are done with your registration forms, please email Crissi for an appointment. You may leave this blank if you can't figure it out ☺ Monthly tuition will be collected from August through May, except for the month of December. The first month tuition holds your class and is non-refundable.

Registration Fees	Payable to:	Fee	Due Now		Office Only
Registration Fee for New Families (due at the time of registration and <i>non-refundable</i>)	HEART Academy	\$75.00			
Choose one: (You will need 50% to hold your classes and this fee is non-refundable. The remainder is due at the Back to HEART School Meeting in August. After September 1, it is <i>non-refundable</i> .)					
Admin Fee for 1 Child		\$300.00			
Admin Fee for 2 Children		\$350.00			
Admin Fee for 3 Children		\$400.00			
Admin Fee for 4+ Children		\$450.00			
Late Registration Fee after August 1 (<i>non-refundable</i>)	HEART Academy	\$50.00			
Notes for Office Only: Payment Schedule for Teachers (Circle One): Annually Monthly Quarterly		Total Amount \$10.00 off before July 1			
Description of Classes Arranged by time period	Payable to Circle or highlight	Monthly Fee	Name of Child	Total	Check #
8:45-10:00 Period 1					
10:05-11:20 Period 2					
12:25-1:40 Period 3					

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 HEART Academy - Jere & Crissi Allen Facebook Page: <https://www.facebook.com/heartacademysanJose>
 Youth Theater Project Facebook Page: <https://www.facebook.com/YouthTheaterProject>
 HEART Academy Website: www.heartacademysj.com
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1:45-3:00 Period 4	Payable to Circle or highlight	Monthly Fee	Name of Child	Total	Check #
3:00-4:30 pm PULSE Teams	Payable to Circle or highlight	Monthly Fee	Name of Child	Total	Check #

Tentative Class Schedule – Your “Scratch” Piece of Paper

Fill out the name of your children and then add in the classes your children will be taking. Use a Pencil! Place the name of the teacher below the name of your class. Also, please include when you'll be using Study Hall.

8:45-10:00 P1	Name Class	Name Class	Name Class	Name Class	Name Class
	Teacher	Teacher	Teacher	Teacher	Teacher
10:05-11:20 P2	Name Class	Name Class	Name Class	Name Class	Name Class
	Teacher	Teacher	Teacher	Teacher	Teacher
11:25-11:45 HCT					
11:50-12:20 Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:25-1:40 P3	Name Class	Name Class	Name Class	Name Class	Name Class
	Teacher	Teacher	Teacher	Teacher	Teacher
1:45-3:00 P4	Name Class	Name Class	Name Class	Name Class	Name Class
	Teacher	Teacher	Teacher	Teacher	Teacher
3:00-4:30 PULSE Teams	Name Class	Name Class	Name Class	Name Class	Name Class
	Teacher	Teacher	Teacher	Teacher	Teacher
Other Info	Name Class	Name Class	Name Class	Name Class	Name Class
	Teacher	Teacher	Teacher	Teacher	Teacher

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Stats ___ Outl List ___ Binder ___
 Outl Dist ___ Scan Fam Sht ___
 Rev Sht ___ Scan Med Rel Fm ___
 Send Fam Sht ___ Rev Sht ___

Family: _____
 Date of submission: _____
 Number: _____
 Notes: _____

Registration Review Sheet

Crissi keeps the original and parents are given a copy. The following are your monthly payments due the last Friday of every month.

	Child:	Cost	Child:	Cost	Child:	Cost	Child:	Cost
8:45 P1	Class		Class		Class		Class	
	Teacher		Teacher		Teacher		Teacher	
10:05 P2	Class		Class		Class		Class	
	Teacher		Teacher		Teacher		Teacher	
12:25 P3	Class		Class		Class		Class	
	Teacher		Teacher		Teacher		Teacher	
1:45 P4	Class		Class		Class		Class	
	Teacher		Teacher		Teacher		Teacher	
3:00 PULSE	Class		Class		Class		Class	
	Teacher		Teacher		Teacher		Teacher	

The Registration fee balance is \$ _____ is due on **August 1**. If you like, you may bring this check/cash to me on the Back to **HEART Mandatory Meeting on August 28, 2017**. **San Jose** _____ **Material Fees** due **are due at the time of registration**. Class starts on September 1, 2017.

- The Administrative Fee is 50% refundable through September 1. **After September 1, it will not be refundable.**
- The New Families Fee is **non-refundable**.
- The first month's tuition begins in August and is non-refundable and will **hold your place in that class**.
- If you pay monthly, there are a total of **9 payments** beginning August and ending in May. **No payments are made for December.**
- Monthly payments are due and sent directly to the teacher. Tuition payments will not be taken by HEART Academy.
- Tuition payments may be paid monthly, quarterly, or semester.
- Classes may only be **dropped at the end of the month**
- Notify the teacher by email **30 days before the end of the quarter** and copy to Crissi Allen so she can note your file.
- We ask that you are **financially committed** until the end of the first quarter.
- Buy your curriculum soon – info is inside the course description.
- Any questions regarding the class, please speak with the teacher directly.
- Volunteer commitment is **60-80 minutes** per month. Below are the volunteer times. When can you volunteer? See below.

Assignment	How Often	Time Period	Dates (Set 1 or Set 2)
Set up	Every other week, 30 minutes	8:15-8:45 am	
Period 1 Study Hall or Transition	Once a month, 80 minutes Every other week, 30 minutes	8:45-10:00 am 9:30-10:00 am	
Period 2 Study Hall	Once a month, 80 minutes	10:05-11:20 am	
HCT – HEART Comes Together	Every week	11:25-11:45 am	
Lunch (West End, Fireside, East End)	Every other week, 40 minutes	11:50-12:20 pm	
Period 3 Study Hall or Transition	Once a month, 80 minutes Every other week, 30 minutes	12:25-1:40 pm 1:25-1:50 pm	
Period 4 Study Hall or Transition	Once a month, 80 minutes Every other week, 30 minutes	1:45-3:00 pm 2:45-3:00 pm	
PULSE Teams	PULSE Teams – No Study Hall	3:00-4:30	
Clean up at 3:00	Every other week, 30 minutes	3:00-3:30 pm	
Clean up at 4:30	PULSE Teams – Volunteers on Team	5:00-5:15 pm	

Check-Off List for Crissi

Family Information (one for the family)
Class Schedule and Other Information (a place to fill out your classes for each of your children)
Medical Release and Hold Harmless Form (one per child)
Tenets & Requirements for Participation (Father and Mother to sign)
Study Hall Student Guidelines (one for each child even though you don't use the Study Hall)
Financial Chart of Enrichment Classes (Crissi Allen will help you to fill this out)
Registration Fees and Tuition according to classes chosen (non-refundable – don't write until Crissi checks it)
Important Information to Remember (Monthly Amounts, Finance Facts, Volunteer Time filled out by Crissi)
Have you attended an Orientation this year? If so, when?

PRAYER REQUESTS:

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